

## Year End Delay in Electronic Fund Transfer (EFT) Deposits



For Pay period ending 12/23/06, EFT Deposits that employees normally expect on Friday 12/29/06, will be paid on Tuesday 01/02/07, NASA's official pay date. This is necessary in some years to place earnings in the appropriate tax year for W-2 reporting purposes.



## Special Pay and Leave Procedures for Two Holidays in the Same Pay Period

Christmas Day, 2006 and New Year's Day, 2007

The pay period which begins on 12-24-2006 and ends on 1-6-2007, contains two Federal holidays—Christmas Day, Monday, December 25, 2006, and New Year's Day, Monday, January 1, 2007. The pay and leave procedures for these two holidays are addressed below.

### Pay and Leave Rules for Christmas Day and New Year's Day

- Full-time and part-time employees are entitled to the same pay they otherwise would receive on a regular workday. Employees must be in a pay status or a paid time off status (i.e., leave, compensatory time off, compensatory time off for travel, or credit hours) on their scheduled workdays either before or after a holiday in order to be entitled to their regular pay for that day.
- Employees who are regularly scheduled to work on one or both of these days are entitled to time off with pay for the scheduled holiday.
- Employees who are required to work one or both of these days are entitled to holiday premium pay for the number of hours in their regular tour of duty.
- Full-time employees who are not regularly scheduled to work on one or both days are entitled to a day off in lieu of the holiday. Part-time employees are not entitled to an "in lieu of" holiday.

### Employees on Alternative Work Schedules

- A full-time employee on a flexible work schedule is entitled to eight hours of pay for each holiday when he or she does not work.
- Full-time employees on a 5/4-9 flexible schedule (or another equivalent flexible schedule) must make arrangements to work extra hours during other regularly scheduled workdays (or take annual leave or use credit hours, compensatory time off, or compensatory time off for travel) in order to fulfill the 80-hour biweekly work requirement.
- Employees on compressed work schedules are generally excused from all non-overtime hours they would otherwise work on that day and which apply to their "basic work requirement." For example, if a holiday falls on a 9- or 10-hour basic workday, the employee's holiday is 9 or 10 hours, respectively.

For additional information, see OPM's fact sheet on Federal holidays at <http://www.opm.gov/oca/worksch/HTML/HOLIDAY.asp>. The official OPM memo may be viewed at: <http://www.opm.gov/oca/compmemo/2006/2006-14.asp>

Any questions concerning this notice, contact:  
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